

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Military Service - Unpaid Spousal Leave	<b>REFERENCE NUMBER:</b> 2007-034
<b>DATE ISSUED:</b> 11/16/07	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors**

**FROM:** Department of Personnel Administration  
Classification and Compensation Division

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Effective October 10, 2007, 10 days of unpaid leave will be provided to eligible spouses of deployed military personnel while on a leave from military duty.

**Who's Eligible?**

- The spouse of a "qualified member" of the military who works an average of 20 or more hours per week.

**Who's a "Qualified Military Member"?**

- a member of the U.S. Armed Forces, National Guard or Reserves who has been deployed in support of an Operational Mission under Sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code.

**What's a Qualified Leave?**

- U.S. Armed Forces: a break during the deployment.
- National Guard or Reserves: during a mid-tour leave or end of tour leave during deployment.

**What's a combat theater/zone?**

- A zone designated by the President by Executive Order.

**What are the current combat zones?**

- Adriatic Sea, Afghanistan, Albania, Arabian Sea
- Bahrain, Federal Republic of Yugoslavia (Serbia/Montenegro)
- Gulf of Aden, Gulf of Oman
- Ionian Sea – north of the 39<sup>th</sup> parallel
- Iraq, Kuwait
- Oman, Persian Gulf
- Qatar, Red Sea
- Saudi Arabia, United Arab Emirates

**How does the employee request leave?**

- Notify their employer of their intent to take leave within two business days of receiving official notice their spouses will be on leave from military deployment.
- Certify the spouse's leave from active duty is during the time the leave is requested.

**What are the department's responsibilities?**

- Implement leave in an appropriate and consistent manner.
- Develop/distribute procedures.
- Approve leave for eligible employees.
- Do not retaliate/discriminate against an employee who requests/takes military spouse leave.

Contact DPA Personnel Services Branch for questions regarding this update. A request form for [Spousal Military Leave](#) is attached.

/s/ Debbie Endsley

Debbie Endsley  
Chief Deputy Director

Attachment